



Statement of Purpose

In accordance with 'The Children's Homes (England) Regulations 2015', ('Regulation 16' and 'Schedule 1')

Website: www.theauroraway.co.uk

Directors: Dr Ruhan Ahmed Nasir and Dr Ahmed Hassan

Responsible Individual: Carl Pixton

Registered Manager: Yasrin Latif

The Aurora Way Ltd.

House Name – Titus Home

Ofsted URN: 2884810

Company Number: 16602004

Company Director: Dr Ruhan Ahmed Nasir management@theauroraway.co.uk	Company Director: Dr Ahmed Hassan management@theauroraway.co.uk
Responsible Individual: Carl Pixton Carl@theauroraway.co.uk	Registered Manager: Yasrin Latif info@theauroraway.co.uk



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- A. Registered Manger

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Quality and Purpose of Care:

About Us:

The Aurora Way Ltd. was established in July 2025; with the ultimate goal of providing quality, safe residential homes for the most at risk and vulnerable children locally.

The Aurora Way Ltd. is a Niche start up; Niche as it has been founded by two clinicians who have had first-hand experience in how things can be negative in residential care and what needs to be done to give every child a superb head start in life. With their clinical, managerial and financial background they feel they can add lot of value to Titus Home.

Our Titus Home is based in Shipley, West Yorkshire. The name reflects true values and mindset of leadership that Sir Titus Salt portrayed in 1850. His values of giving back to society, compassion and high integrity is what we aspire to reflect at our Titus Home. Titus home is set up for three EBD/ LD children.

Our dedicated team delivers high-quality, person-centred care, tailored to the unique needs of each young person. Through therapeutic support, emotional guidance, and life skills development, we empower those in our care to overcome challenges and build a brighter, more independent future.

Titus Home will utilise the PACE approach to assist in the positive behaviour support of the children accommodated.

We aim to provide specialist support and care for vulnerable Looked After children aged 6-17, who suffer with emotional and / or behavioural difficulties (EBD) and / or learning disabilities (LD).

We will work closely in partnership with placing local Authorities, County Councils, and families to provide intensive and bespoke care services to equip children with the life skills they need to move forward and make positive contributions to their wider communities.

Our Vision:

Personalised, therapeutic care that puts the child at the centre.

We understand that no two children are the same. That is why every care plan will be tailored to the individual needs, backgrounds, and goals of each child.

Our approach has a consistent emphasis on:

- Building trust and emotional resilience.
- Encouraging positive behaviours through structure and praise.
- Promoting education, routines, and life skills.
- Involving children in decisions about their care.
- Celebrating identity, culture, and personal achievements.
- We collaborate with social workers, therapists, and education providers to deliver joined-up care that truly makes a difference.

Our Values:

Safeguarding:



- This is our main priority, above all else. This is paramount to child development and is something we ensure is upheld to the highest of standards.
- All decisions made within the company considers the impact the decision will have on the safety and wellbeing of our children.

Place of Learning:

- We envision a 'grow from within' mindset. This develops from our recruitment of staff members, operational management and to our support of our children.
- Our aim is to provide all members of the establishment the opportunity to be the best they can.
- This is attained through a combination of group or individual training, reflective practice, personal development plans, mentoring, and general education support.

Family:

- We are providers of care to our children, in the general sense we act as their guardians and in most sense of the word, a family.
- We commit to provide all our children the best opportunities we can.
- We ensure we provide stability in uncertain times and maintain respect even when this may not be reciprocated.

Equality & Inclusion:

- We are aware that there is stigma associated with children in care; as a provider of we aim to ensure our children feel as minimal of this stigma as possible.
- Our staff provide an inclusive environment to ensure the best support to our children.

Dignity & Respect:

- We treat all with the upmost respect and dignity that they rightly deserve.
- Irrespective of the role of the member of our community, all members inclusive of our children are treated with respect.
- We promote a positive culture throughout our organisation and ensure this is maintained at all levels.

Our Mission Statement:

Supporting our children to find their path:

- We will provide our children with the tools to ensure they are able to excel and thrive in their future endeavours.
- We support them by instilling confidence and ensuring they can move aside from hurdles and aim for a bright future.
- This is done through signposting, ensuing a positive environment, and meeting key needs such as their educational and social needs.

Delivering outstanding provisions from the service:

- The service sets out to provide an Ofsted Outstanding provision in all aspects of the company.
- We aim for excellence through constant development, innovation, and an innate passion to excel from all members of the company.
- We envision to exceed the given standards in the Children's Home (England) Regulations 2015; while ensuring we provide the safest environment for our children.



Development of our team members:

- We aim to ensure that all members of our team develop to become the residential leaders of tomorrow.
- This is to be attained via personal development plans, personalised mentorship programmes, and supervisor led learning.
- The development of our team members is key to ensuring we provide our children with the very best support possible.

Development of modern and welcoming homes:

- We aim to provide all our children with a warm and welcoming home.
- Refurbishment and ensuring our facilities are regularly updated and maintained to the highest standards is vital to our mission statement.
- Our managers and children will have direct input in decoration and furniture selection to ensure we provide a personal touch to the homes.
- We want all our children to be proud to say our properties are home.
- Ensuring we are raising the standard of Children's Homes:
 - We aim to raise the standard by ensuring that we are always aiming above and beyond the given standards.
 - Being proactive, using reflective learning and, implementing innovative ideas in the constant attainment of the best possible outcomes is paramount in our aim to raise the standard.

The Aurora Way Ltd. operate 'Titus Home' to provide care and accommodation for up to three children of any gender, between the ages of 6 and 17. The children accommodated may experience emotional and / or behavioural difficulties (EBD) and / or learning difficulties (LD) (Mild), who are suitably risk assessed to be able live safely together.

About Our Home:

Titus Home is a 4-bedroom home located in Shipley, Bradford, West Yorkshire.

We believe that all children have the right to a safe, secure environment and opportunities to explore themselves, their abilities, areas for development and potential, and the world around them.

We believe these are the essential building blocks for the foundation of progress and integration.

We believe that by offering our children an environment, where their physical, emotional and psychological needs are being met, existing and potential anxieties can be addressed by our experienced and caring staff team.

By offering a structured daily routine with identified positive outcomes within their Care Plan and having the flexibility to access other professionals, each child will have a greater chance to move forward; and make a positive contribution to society.

Our service is carefully designed so that it is conducive to promoting self-motivation in effecting positive change. Titus Home aims to address the needs of the children in a sensitive, structured, and consistent way. We will work with children on a one-to-one basis, encouraging growth, responsibility, and happy memories, empowering them to achieve a healthy lifestyle.

- Where possible we aim to keep the home as close as possible in style to a family home, however there are necessary additions that include window restrictors and necessary signage for the purpose of keeping children safe and free from harm. These additions will be kept to a minimum. There is also



a staff and managers office for the purpose of completing paperwork and storing records. Each child will have their own bedroom that has been decorated in a generic, but child friendly style, and they will be supported to personalise their personal space when they are in placement. Doors to communal areas will not be locked except for, to prevent health and safety incidents.

CCTV is installed externally only, *this is in place for the security and protection of the home, its children, and staff.*

- Titus Home offers care and accommodation twenty-four hours a day, seven days a week and three hundred and sixty-five days a year. The staffing ratio will be dependent upon the assessed care needs of an individual child.

The arrangements for supporting the cultural, linguistic, and religious needs of children:

In meeting the needs of all children and ensuring equality within the home, we aim to create a stable, accepting, caring environment, which will help to:

Support any religious belief or faith practiced by a child will be respected, recognised, and accommodated for. Any cultural requirements will be considered and where appropriate will become a part of Titus Home's customs such as cultural dress and dietary requirements. Our full support and encouragement of religious observance will be given to achieve this.

We believe that creating an environment that supports and celebrates the religious and cultural needs of children is fundamental to their identity. Our staff supports the religious needs of children to allow them to explore and understand their faith as they grow.

We will be incorporating and encouraging the input from the child and their family (where appropriate) when joining Titus Home. Identifying areas of need in relation to their culture, language, religion, creative and physical needs will form the base of their care plan, placement, and overall cultural plan.

Some children have different dietary requirements due to preference or religion. Therefore, our staff will ensure that these requirements are met. We will also encourage the child to attend religious places of worship and services to reflect their beliefs.

ShIPLEY is an ethnically diverse area, and it contains many places of worship, restaurants, shops, cinemas, and organisations that accommodate people of differing faiths and cultures.

To support the mental health and well-being of each child, physical activities will also be encouraged as well as participation in a range of sporting activities. We are aware that some activities may involve risk, therefore a risk assessment will be in place beforehand. Furthermore, the relevant guardian signed permission will be gained before a child becomes involved in any high-risk recreational activities.

We believe that everyone belongs to somewhere or someone and so peer relationships for children are crucial to finding their identity and learning more about themselves. Our staff will encourage them to integrate within the local community and join a range of clubs in the area where appropriate.

We offer a range of activities such as arts and craft, computer / video games, games night, and sensory activities. We will ensure that we accommodate the creative interests and hobbies of children at Titus Home.



There are many local places of worship in the local area that can be sourced if required.

Complaints about the home and how the person can access the homes complaints policy:

We are committed to providing the best care we can for the children who live at Titus Home, and we want them to feel safe, loved, well looked after and nurtured. We believe it is important that children can talk openly and freely about their care and to complain if they are unhappy about anything while living at the home. It is important also that others who have an interest in the children's welfare; parents, friends, advocates, etc., have an opportunity to make comments or complaints about any aspect of the children's care.

Titus Home has a 'Complaints Policy' (in which all the care team have received induction / training) which is provided to each child on their arrival in the form of the children's guide, and which the key worker explains at an early stage of their stay. It is also available in a form, which can be understood by the children.

We have a positive attitude to complaints and see them as an opportunity to improve the quality of care we provide for children. All complaints, whether major or minor are taken seriously and responded to in a timely fashion in line with our policy. The children, or the person making a complaint on their behalf, is kept informed on the progress of the investigation throughout. Children are reassured that they are free to complain at any time about anything without fear of reprisal.

In creating a positive care environment, which has a proactive approach to complaints we will:

- Help our children to make complaints and criticisms in an appropriate manner.
- Make it possible to deal with the majority of issues raised, on a day-to-day basis within the home.
- Give them every opportunity for complaints to be raised about matters outside of the care setting e.g., school or family.
- Make sure children are aware they have rights. Staff will revisit issues and procedures with children in children's meetings and in one-to-one sessions.
- Help children to raise complaints about difficult issues and matters that might have appeared right to them, within the context of their own experiences but which are generally not accepted in society.
- Reduce the number of complaints that need to be dealt with formally.

Children may have access to an advocate or supporter if they choose and they are informed of their right to access the placing authority's complaints procedure. They are also informed of the option to speak to the Independent Visitor who will visit the home each month under Regulation 44 (Children's Home Regulations 2015) and have further details contained with the children's guide should they choose to use these.

All complaints are recorded and regularly reviewed to ensure proper implementation of the policy and to address any general issues or concerns that may emerge.

Details of how a person, body or organisation involved in the care and protection of a child can access the homes child protection policies or the behaviour support policy:



The Registered Manager will provide the placing authority, at the point of admission, an outline of how the home intends to safeguard the child and manage their behaviour. This will be in line with both policies and will also serve to provide the Registered Manager or on call manager the autonomy to make on the spot safeguarding and behaviour support decisions that have not been previously agreed as part of placement planning, or risk management strategies where required and where reasonable and proportionate to do so.

If such decisions are required to be made, they will be in line with the Children's Homes (England) Regulations 2015 and also, agreement will be sought by the placing authority as soon as practicably possible following such measures. The home's 'Safeguarding - Child Protection Policy' and 'Positive Behaviour Support Policy' can be shared with professionals involved in the care and protection of children upon their request however are subject to the Data Protection Act 1998.

Titus Home operates with a transparent approach where children are consulted with openness on all aspects of their care. This will happen through key worker sessions, general discussion and family meetings and consultations. A 'child centred' family meeting takes place weekly, and it includes their choices of activities and menus. It allows for reflection on the week, needs for themselves, the home or their room, their future goals, and aspirations and to consult with them on their care plan. The Registered Manager guarantees that she is accessible to the child and has an active role in their care, ensuring that she always has time available to them on each shift should they wish to discuss anything with her.

Within the home, children are expected to participate within the Titus Home family. The care team ensures that at mealtimes everyone sits down to eat together and discuss their day's activity, and children are encouraged to participate in the home's events and activities including education. In addition to this, children are expected to contribute to the home by helping staff to keep the home clean and tidy and looking good. They are asked to take ownership of the home contributing to decoration ideas both in their bedroom and social spaces.

In terms of participating in their care, the children work closely with their keyworkers on their care plan and are encouraged to discuss what they want for themselves for both the short- and long-term future. They discuss how they think they can reach these goals and what they feel they need to do in order to achieve this and how they can be supported to maximise their success.

Written consent is sought from individual children (where appropriate to do so) and their placing authority to ensure they give permission for any external visitors to inspect and access their care plans and care records as part of the Regulation 44 2 (b) Children's Home Regulations 2015.

Views, Wishes and Feelings:

A description of the homes policy and approach in relation to –

- (a) anti-discriminatory practice in respect of children and their families: and**
- (b) Children's rights**

- (a) The company, and Titus Home, as a residential home, are committed to equal opportunities and anti-discriminatory practice both in terms of the staff it employs and the children it looks after.

All children looked after at the home will have equal access to the benefits and opportunities available.

It is recognised that on occasion, children will behave in a way that attracts consequences. If so, these



will be applied consistently and fairly. Staff are clear that the purpose of the use of consequences with children is to promote change, not to punish.

We believe that all people – colleagues, families, and visitors should be treated with respect. Disruptive or offensive language or behaviour will not be tolerated and will always be challenged. When children perpetrate such incidents, they will be dealt with in a way that promotes better understanding and encourages a change of attitude and behaviour. If children are subjected to discrimination, they will be offered protection, comfort, and support.

We believe that all children are equally entitled to have their needs met and to be free from abuse and exploitation.

- (b) The Registered Manager will ensure that the care team in the home has a comprehensive understanding of the rights of a child in line with the Children's Act 1989 and the UN convention on the rights of a child. Each child will have a keyworker who will explain to them their rights as a looked after child and consistently ensure that these are being met.

There will be regular family meetings between the care team and children where the issue of children's rights will be addressed to ensure that children feel that they are being consulted, listened to, and treated equally and fairly.

Education:

Where children in our care have identified special educational needs (SEN) an assessment will be undertaken by their placing authority, and this must be reviewed annually. It may be that the placing authority commissions the local authority to complete any assessment or review of the EHC Plan in their place. The home will ensure that assessments and subsequent reviews take place by liaising with the placing authority. Additional educational support that is identified through the assessment will be reflected in the child's personal education plan (PEP) and responded to through their identified education placement. Key workers will liaise with their tutors through case managements to ensure that such support is effective and that outcomes are achieved.

If the home is registered as a school, details of the curriculum provided by the home and the management and structure of arrangements for education:

**Titus Home is not registered as a school.*

If the home is not registered as a school, the arrangements for children to attend local schools and provision made by the home to promote children's educational achievement:

At Titus Home, we recognise that all children have the right to education. We also realise the significance of education in a child's life and its potential to enrich, empower and inspire. We regard qualifications as currency for life, and recognise that without them, an individual's choice is severely limited. In short, education is a high priority to us.

Every child in our care will be treated as an individual and as such their educational needs will be assessed accordingly. They will be provided with a Personal Education Plan and given appropriate levels of support to fully access it.



Our ultimate aim is to provide all children with effective education.

We are aware of the difficulties in engaging reluctant children to learn, however, with our combined approach of the practical “hands on” with the tailored theory and a reward system, we endeavour to not only engage but also encourage children to learn.

All children have appropriate facilities and private areas for home study. Staff will be on hand to offer any academic or moral support in completion of homework. We understand that homework is a vital aspect of a child’s educational programme and are committed to assisting them in their understanding of its value and in their completion of it.

The staff will work to build and cement lines of communication with external agencies committed to furthering the child’s academic and career progress. In this way we will work together with outside agencies to explore educational and career opportunities for all our children.

Enjoy and Achievement:

The arrangements for enabling children to take part in and benefit from a variety of activities that meet their needs and develop and reflect their creative, intellectual, physical, and social interests and skills:

Children will be encouraged to access and participate in a range of activities appropriate to their age, experience, and interests. These may range from quiet hobbies, to individual or group leisure activities and to challenging adventurous activities. Decisions on the activity programme will form part of the weekly children’s meeting, and through further consultation, keyworkers will establish children’s aspirations and goals then endeavour to help them achieve these. The membership of local clubs and the formation of local friendships will be encouraged.

Health:

Titus Home wishes to develop and strengthen its service to Local Authorities to be able to deliver a higher quality of service with greater features / benefits thus improving its value offering. Ultimately, children will receive an improved experience and outcomes, and staff will be given greater knowledge and skills to carry out their roles.

We involve children in creating their personal health care plans, that way they take responsibility for their care and help us identify areas that require our assistance. Our staff will be proactive in arranging appointments when required and ensuring any check-ups due are booked in a timely manner.

At Titus Home, each child’s health plan provides a history and record of their health care and their potential health needs including physical, emotional, and sexual health. We will also monitor their diet, including cooking and menu planning, exercising, side effects of any medication prescribed to them, and dental and optical care.

All children will have regular health check-ups, and they will need to be registered with a GP and a dentist. As well as their routine treatments, children will also receive an annual eye test, annual medical



assessment, and a 6-monthly dental check. Where appropriate they will be supported to attend any visits independently.

A written policy will state our responsibility and the procedures for dispensing and storing medication. We will encourage each child to take as much responsibility when managing their own medication and health care.

The children's health care plans are not limited to their physical health but also considers their mental health and well-being. We emphasise the importance of speaking about emotions and creating a space that is safe for the child to express how they feel and set realistic expectations and solutions.

Details of any health care and therapy provided, including –

- (a) Details of the qualifications and professional supervision of the staff involved in providing any healthcare or therapy; and**
- (b) Information about the effectiveness of any healthcare or therapy provided is measured, the evidence demonstrating its effectiveness and details of how the information, or the evidence can be assessed**

Titus Home will use an independent provider of therapy / counselling / psychology services if / when required. They could include Clinical, Educational and Counselling Psychologists who specialise in working with children, families, and their carers across a range of settings including residential care services, schools and education settings, family support services and fostering agencies. They will be experienced in supporting children with a range of emotional and behavioural problems, including those with complex difficulties.

Positive Relationships:

The arrangements for promoting contact between children and their families and friends:

It is usually beneficial for the children who live at Titus Home to maintain constructive time with the important people in their lives, either directly or by phone or letter. Staff encourage children to keep in contact with their family and friends and offer support to allow them to do so. Staff will always promote family time and understand how important family time is to the children and families. Staff do not place any restrictions on a children's reasonable time with their family or friends providing this is not a requirement of the care plan for their own protection. Staff will support or supervise visits if this is required by the care plan or requested by the visitor. Alternatively, a private place can also be arranged if this is needed.

Where a child does not have time with family or friends, we will attempt to ensure the child is encouraged to visit their hometown and to keep in touch with their friends in their local area and has an independent visitor. All appropriate checks will be made. Agreements will obviously be required from the placing authority prior to this taking place.

Titus Home recognises the importance of attachment related issues for our children in a care environment and the subsequent separation from their families. Continuity of relationships is important, and



attachments will be respected, sustained where possible, and developed. We feel it is important to show an interest in how visits have gone, for some children specific strategies may need to be developed to manage their behaviour and give additional support at these times. Partnerships with parents and relatives are crucial to ensuring that children retain and build their identity.

Protection of Children:

A description of the homes approach to the monitoring and surveillance of children.

CCTV:

Titus Home will utilise CCTV externally.

CCTV would only be external to the property to improve and promote wider safety for our children, staff, and property – a *'CCTV Policy'* is in place, and a risk assessment is also in place as part of the homes *'Household Health and Safety Risk Assessment'*.

Surveillance:

Door monitoring 'alarms' may be installed, and these will only be installed on the home's exit doors, as a means of safety and security for the children and the home's staff.

Missing From Care Procedures:

Our 'Absence / Missing Children Policy' will be shared with the local missing from home coordinator and all placing authorities.

The approach that is expected of staff is one where children are kept engaged and live in a positive environment where staff build effective relationships with them and make the home an attractive place to be. The Registered Manager will ensure that there is a prevalent 'out of office culture' where staff spend quality time with children and ensure that they are positively engaged.

Children are supported to know the expectations of them when living at Titus Home and their individual care plan and missing from home risk assessment to prevent any confusion as to when they are supposed to be in the home or in the community unaccompanied by staff.

We will liaise closely with placing social workers and wider agencies to establish a plan of when children should be in the home and when they are able to go out unaccompanied in the community. All staff members should be aware of the individual risk assessment for each child and their responsibility in ensuring this is carried out.

These are live documents and therefore constantly kept under review by the management team, key workers, and wider agencies.

Unauthorised Absence of a Child:

Any child will be considered "missing" when they have left the house without permission and their whereabouts are unknown, or when they have failed to return at a pre-arranged time. Once it is suspected that the child is missing a careful search of the house, garden and immediate area will be initiated. If, after this search there is still no sign of the child and a period of twenty minutes (Unless risk assessment states otherwise) have elapsed then the child will be reported to the police and the implemented procedures for MFH will be utilised.

It is our policy to, where safe to do so, to continue to search for the children ourselves also.



After reporting the matter to the police, staff will then notify the child's social worker (EDT if at night) and the family if this is deemed relevant. All paperwork with times of phone calls will be kept on record.

It is our policy that if there is any doubt regarding the safety of any child, the police will be notified immediately.

When a child returns to the house either through their own volition or returned by police or staff members we will see to their needs and at an appropriate time discuss with them why they went missing.

A child has the right to speak to or request a visit by their social worker or independent visitor, if required, we will source an independent return to care interview for children.

Anti-Bullying:

It is the policy of the company that bullying will not be tolerated under any circumstances and all care staff should be constantly vigilant in respect of bullying. Significant numbers of children in our care are vulnerable to bullying due to past experiences in their lives and many others will bully other children as a means of protecting themselves.

All cases of bullying are regarded as safeguarding issues and will be notified to the appropriate authority, who may offer advice or, dependent upon the severity of the bullying, take an active role in any intervention.

Ofsted may also be informed via a Regulation 40 notification if the incident is assessed to be serious.

Staff teams will regularly undertake risk assessments where the incidents of bullying are evident or suspected and take every step to reduce or resolve any acts of bullying. The home accepts responsibility for every child in its care and will respond immediately to any situation of a child being bullied, whether this be in, or outside of the home.

Safeguarding:

The company have safeguarding policies in place that all staff are expected to adhere to.

Furthermore, all staff are trained in safeguarding, and this is expected to be refreshed yearly.

We believe that the safeguarding of our children is a holistic process that involves us providing good quality care all round; this begins with the safety of the home environment, the safe recruitment of our staff, the training provided to our staff and the day-to-day care of our children.

The home will operate according to guidance within the Children's Homes (England) Regulations 2015 and Working Together to Safeguard Children 2023 legislations.

Details of our local, local authority safeguarding partnership, and LADO can be found via:

<https://saferbradford.co.uk/resources/childrens/bradford-district-safeguarding-children-partnership/>

Our internal Designated Safeguarding Lead (DSL) is:

Registered Manager – Yasrin Latif

Or, in the absence of the Manager, or if concerns are raised regarding the Manager:

Responsible Individual – Carl Pixton

We will always that we have safeguarding measures in place to ensure the safety of our children and staff, this is of paramount importance.

General risk management measures for our children are as follows:



- Detailed and current risk assessments will be in place for all children – these are to be completed in agreement with the child's local authority.
- Detailed and current behaviour support plans are in place for all children.
- Detailed and current internal care plans are in place for all children.
- Detailed and current missing from care procedures are in place for all children.
- All staff are to be trained in safeguarding, CSE, CCE, anti-bullying and behaviour support – restrictive physical intervention, as a minimum. Furthermore, specialist training will be implemented that is bespoke to the needs of our children.
- Staff should always endeavour to develop positive and meaningful relationships with children.
- Staff are supervised regularly, in accordance with the home's statement of purpose, and trained as per the home's workforce development plan – additional training, learning and development opportunities are provided to improve staff skills and knowledge.
- The home has clear structures, routines, and boundaries in place for both staff and children to follow.
- The sharing of information regarding care and risk occurs promptly, efficiently, and effectively with our multi agency partners relevant to individual children.
- Effective monitoring and quality assurance processes are in place that identify areas for improvements / learning outcomes.

Details of the homes approach to behaviour support, including information about –

- (a) The homes approach to restraint in relation to children; and**
- (b) How persons working in the home are trained in restraint and how their competence is assessed**

Positive Behaviour Support:

Staff will ensure that the boundaries are made clear from the first day the children enter the home, and the staff are consistent with their expectations of the children. Due to every child being different, the home regularly shares their experiences of what approaches have worked well and what did not with each child. This is done in incident debriefs, handovers and monthly senior and team meetings.

Careful consideration is also taken when reviewing a child's risk assessments, behaviour support plans and care plans. The children are involved in this process and are asked to give their views on behaviour support and risk strategies and what consequences should be in place for any negative behaviour.

This is to ensure that children are empowered in controlling their own behaviour. It also emphasises that staff are there to guide them to make positive choices.

There are certain times when consequences are required. Consequences are used as an absolute last resort and are always proportionate to the needs and understanding of the children, they will be agreed by all of the staff team and outside agencies, and it is clearly explained to the child that the measure will only be in place temporarily and a plan set out for such control measures to be curtailed.

- a. The behaviour support strategy allows for physical intervention should this be required, although this should be only used as a last resort. Staff are trained in using alternative methods like de-escalation techniques to further support the behaviour support strategies. Staff will only physically intervene to prevent significant harm to themselves or others (including the child that is exhibiting the behaviour) or to prevent significant damage to property. There may also be occasions where there is reasonable cause for believing this is the only way of preventing a child being injured. On these occasions it is expected that staff use 'professional judgment'. All instances of physical intervention will be



proportionate with no more force than necessary used and physical intervention will not be used as a disciplinary measure.

All staff will be trained in the use of behaviour support and safe restrictive physical intervention:

- b. Each staff member that works at Titus Home will be trained in positive behaviour support prior to commencing work in the home and will be required to attend a refresher course at least annually. Part of the course requires the individual to complete an assessment to verify their understanding. On each occasion where physical intervention has been used the manager will review the intervention and share the report with the child's placing authority. On occasions where the manager has had to use physical intervention the Responsible Individual and / or trainer will review the intervention. A debrief will be carried out with the staff involved and the child with the purpose of establishing if there are any complaints with regards to the use of intervention and to ascertain how to prevent further occurrences. The use of physical intervention will also be discussed in supervision and team meetings on occasion to ensure that the care team are competent.

Our chosen training provider is:

Bolster Behaviour Support.

Our 'Behaviour Support Policy' is underpinned by 'Bolster Behaviour Support' training.

Staff training takes place yearly and is assessed through competency in learning, competency in physical disengagement skills, competency in physical intervention techniques, and through the completion of an evaluative test.

Bolster Behaviour Support training has a trauma informed approach that educates learners to identify behaviours and implement proactive solutions to support positive behaviours.

The training is inclusive of:

- Behaviour development,
- Precipitating factors,
- Behaviour influencing behaviour,
- Positive behaviour support strategies,
- Trauma informed responses.
- Legal and professional considerations,
- Physical disengagement skills,
- Restrictive physical intervention skills.
- Post crisis reflective approaches.

Bolster Behaviour Support Training endeavours to provide children's social care services with:

Safety – professional standard training, formulated from years of first-hand experiences from a variety of professionals within children's social care services. Training that is based upon the need for services to provide the best quality care, and the highest standards of safeguarding for children. Fully insured and pledged to meet the standards of the RRN (Restraint Reduction Network) - committed to reducing unnecessary and harmful restrictive practices and upholding human rights.

Support – ongoing guidance, advice, support, evaluation, and reflection is provided as standard; we endeavour to respond to the ever changing and ongoing needs of the children's social care services that we work with.



Success – providing safety and support will contribute to the success of the staff working within, and children living within social care services.

Our children have 'Behaviour Support Plans' which are reviewed regularly and highlights the best ways to support the children during periods of escalation or crisis and how we may best support children in crisis.

As part of their induction, our staff will be trained in 'Bolster Behaviour Support' and will be required to attend a refresher course at least annually. Part of the 'Bolster Behaviour Support' course requires the individual to complete an assessment to verify their understanding.

On each occasion where physical intervention has been used the manager will review the intervention and share the report with the child's placing authority.

On occasions where the manager has had to use physical intervention the Responsible Individual and / or 'Bolster Behaviour Support' trainer will review the intervention.

A debrief will be carried out with the staff involved and the child with the purpose of establishing if there are any complaints with regards to the use of intervention and to ascertain how to prevent further occurrences.

The use of physical intervention will also be discussed in supervision and team meetings on occasion to ensure that the care team have a sound understanding and are competent to carry out best practice.

Leadership and Management:

The name and work address of –

(a) Home Manager

The name and work address of the manager:

Proposed Registered Manager – Yasrin Latif

Titus Home

Telephone Number: 07716336185

Email: info@theauroraway.co.uk



Details of the experience and qualification of staff, including any staff commissioned to provide education or health care:

Please note; details of our staffing structure, their experience, and qualifications are available upon request to relevant stakeholders.

OFSTED REGISTERED



Shifts are dependent on the needs of children and staffing ratios within the home, wherever possible reflecting gender balance. Staffing ratios will increase or decrease depending on the individual needs of the children living at the home at that current time. Depending on any future risk management, we will consider an increase of any staffing during these hours.

The Registered Manager and senior staff are flexible in working arrangements to ensure one or more of the management team are available daily to cover holidays, days off, and sickness / absence. The management team are always available for additional support out of hours, offering an “on call” system.

Where short term gaps in rota occur, due to training, sickness, vacancies or leave, these will be met using part time / bank staff or, if necessary, agency workers. The agency workers will be appointed using the same agencies to promote consistency, and to allow for agency staff to receive induction training.

All agency workers must provide proof of identity and evidence of their enhanced DBS status when they come on duty.

Details of the management and staffing structure of the home including arrangements for the professional supervisions of staff, including staff that provide education or healthcare:

Supervision and Appraisal:

Supervision is a vital part of supporting, managing, and developing the staff team. All staff that are newly employed are subject to a 6 months’ probationary period. It is a statutory requirement that staff both receive and take part in the supervision process. The Director, Responsible Individual and Registered Manager provide supervision, in line with Children’s Homes (England) Regulations 2015 and in accordance with our internal policy, and Workforce Development Plan.

Staff supervision is provided formally or informally every 6 weeks as a minimum. Supervisions can also take place at shorter intervals if management feels it is necessary, or at staff request.

Supervision sessions are recorded, and staff are required to read and sign their notes, which are then placed on the staff member’s file. If there are any disagreements these are also recorded.

All staff undertake a performance appraisal with their manager every 12 months, which reviews progress over the past 12 months, and sets personal work targets and actions for the coming 12 months.

Training:

Prior to going on the rota within the home, all new staff receive plentiful induction training. There is a further programme of induction also.

All staff who have completed their Induction and probationary period are registered for a relevant Level 3 / 4 Diploma if they have not already completed this.

Training needs will be discussed, agreed, and monitored through the supervision and appraisal process and training matrix. We will also provide bespoke training days to meet the individual needs of our children, as well as issues relating to current developments.

Development:

Staff development is seen as part of an ongoing process that includes:

- Training and supervision.
- The team meeting forum.
- Working as part of a team.



- Key working and joint working with colleagues within the team.
- Joint working with other professionals and agencies.
- Extra duties and responsibilities which are delegated to staff as they become more skilled and competent within the team.

It is our priority to ensure that all children have every possible opportunity to realise and fulfil their individual potential. It is our goal to support, assist and encourage them to reach their dreams and ambitions.

Through positive and professional relationships, we will help children design and build their own pathways to a successful future.

If the staff are all of one sex, or mainly of one sex, a description of how the home promotes appropriate role models of both sexes:

We will always strive to ensure that our staff team is diverse; both in terms of gender and age, but regarding life experience; we hope that this will ensure that our children receive care by a team of experience, skills, and knowledge.

We will, where reasonable and appropriate to do so, encourage and promote the home being a nurturing and empathic environment.

Any criteria used for the admission of children to the home, including any policies and procedure for emergency admission:

All referrals will go through the Registered Manager of the home, who will then review referral information, speak to relevant social workers, and assess whether the admission is appropriate. All the below information will be gathered before a decision is reached:

- Health Report. Social work report
- Presenting problems or significant risks, mental health assessments
- Detailed referral paperwork including general history and family background supervision orders / court orders.

The Registered Manager will then start the impact assessment process, in which risk assessments are completed to ascertain the risk posed to the children already in placement and the local community. In the impact assessment process, we consider the overall stability of the home environment and judge whether the child can be successfully cared for accommodated. This is done by consulting with staff in the home and involving them in the impact assessment process, where their opinions and views will be valued and recorded. A key point in this process is assessing whether the child's needs can be met and if positive outcomes can be achieved with our available facilities and resources.

Once agreed, to place a child, our Registered Manager will request the following signed copies.

- Full risk assessment.
- Medical consent.
- Delegated Authority.
- Authority to accommodate.
- Completed CLA paperwork, inclusive of the Local Authority care or Pathway Plan with the new address.



We conduct a recorded admission meeting within the first 72 hours of a placement to review the admission process and the child's views. At this point, we ensure the following paperwork has been completed and signed by all those required to do so. The documents are then kept on file:

- Family Contact Arrangements and Details.
- Medical History and Requirements.
- Education History – PEP / EHCP (if in place).
- Social Worker contact arrangements.
- Care plans.
- Risk Assessments.

We may accept emergency / crisis placements in order to ensure the child's safety in circumstances where, for example, a child requires a place of safety away from domestic violence, or where parents / carers of children are having difficulties managing behaviours. We will always endeavour to ensure that our children have consistency of care, however, in circumstances where the child's Local Authority and ourselves assess that it is in the best interests of the child to be accommodated in Titus Home, we will carefully assess this and offer the placement if appropriate – impact / matching assessments will always be undertaken to assess risk, regardless of the crisis / emergency nature of the referral.

Appendix 1:

Privacy Notice:

Whenever we collect information from anyone we always, at the time the information is requested, provide them with the information below, this is called a privacy notice.

- Who we are and our contact details.
- The contact details of our Responsible Individual (if required)
- The purposes of the collection / processing as well as the legal basis for the processing.
- The recipients or categories of recipients of the personal data, if any.
- The period for which the personal data will be stored and how you can access our full Retention and Disposal Schedule (this tells you about the specific timescale for every single piece of information in the entire organisation).
- Your right to request from us access to and rectification or erasure of personal data or restriction of processing, or to object to processing as well as the right to data portability.
- If we require your consent to process information that you can withdraw consent at any time and how to do so.
- Your right to lodge a complaint with the Information Commissioners Office (ICO) and how to contact them.
- Whether giving us information is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and of the possible consequences of failure to provide this.
- The existence of automated decision-making (which we do not use anyway).



Appendix 2:

Workforce Development Plan

June 2026

Guide to the Children's Homes Regulations including the Quality Standards (April 2015):

10.8 The registered person should have a workforce plan which can fulfil the workforce related requirements of regulation 16, schedule 1 (paragraphs 19 and 20) The plan should:

- detail the necessary management and staffing structure, (including any staff commissioned to provide health and education), the experience and qualifications of staff currently working within the staffing structure and any further training required for those staff, to enable the delivery of the homes Statement of Purpose;*
- detail the processes and agreed timescales for staff to achieve induction, probation, and any core training (such as safeguarding, health and safety and mandatory qualifications).*
- detail the process for managing and improving poor performance.*
- detail the process and timescales for supervision of practice (see regulation 33 (4) (b)) and keep appropriate records for staff in the home. The plan should be updated to include any new training and qualifications completed by staff while working at the home and used to record the ongoing training and continuing professional development needs of staff – including the home's manager.*

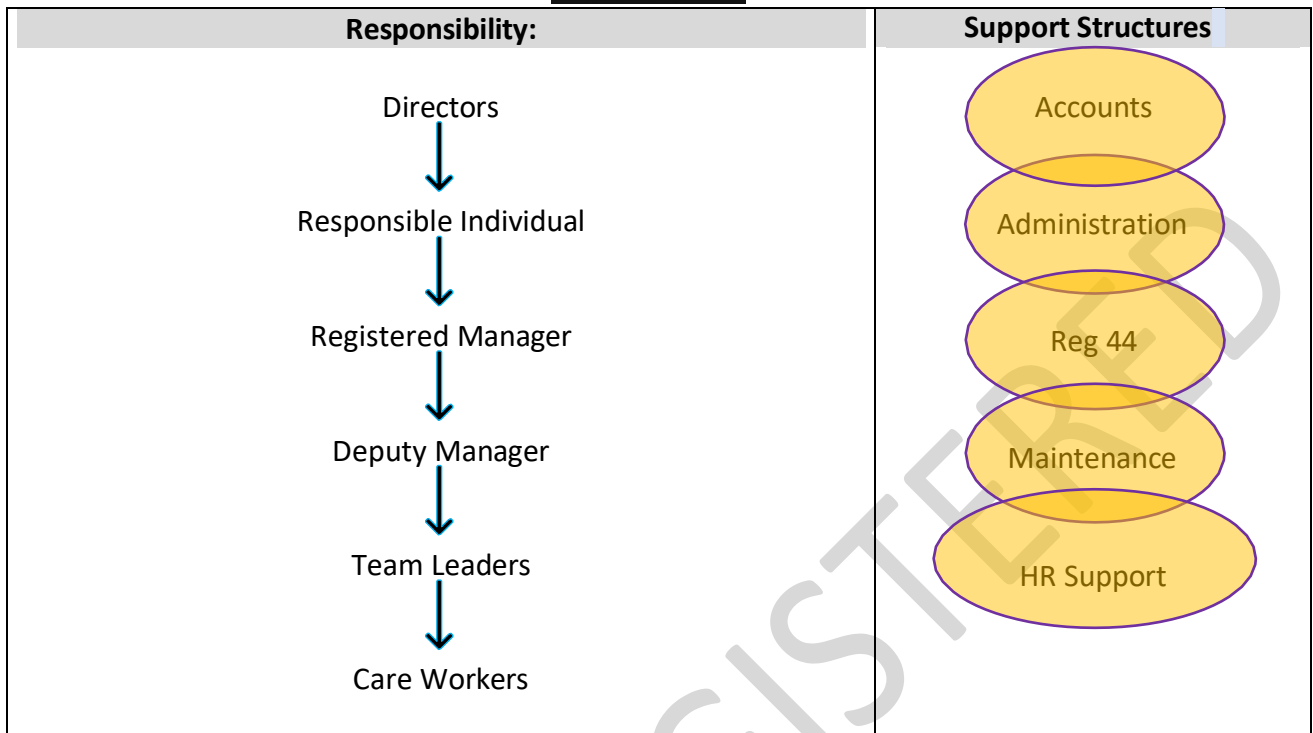
The company has a highly skilled and dedicated staff team who are responsible for the effective care and development of the children in our care. We recognise that in order to meet the complex and varied needs of children; residential staff and the homes management must have appropriate training, well-developed skills, and regular access to support and consultation.

Our team will consist of individuals of varying ages, backgrounds and life experiences which helps to promote diversity. The purpose of this plan is to identify and review the homes workforce related requirements.

Staff Structure:

Please refer to the home's Statement of Purpose for the most up to date version of the home's staffing structure.

Our general current staff structure in each home is as follows:



Staff Induction:

All staff are expected to complete a formal induction that covers the homes health and safety, fire procedures, policies, procedures, and risk assessments for example, this is designed to prepare the staff for their roles.

A more detailed and thorough induction is available for less experienced members of staff.

New members of staff will, in normal circumstances complete several 'shadow shifts', new staff will undertake at least two 'shadow shifts' alongside their induction for preparation. Supervisions and support will then be provided for more regularly (than the assigned six weekly) following induction for an undefined period dependent upon need.

A thorough induction and probationary learning period will follow, that will take 6 months to complete, to compliment the initial probationary review after 6 months of employment; this will regularly check and assess competencies, learning and development of all staff.

All newly recruited staff MUST complete their initial induction, and the identified mandatory training (as identified below) during their induction period:

The Training Hub Courses:

- Anti bullying.
- CSE.
- COSHH.
- Emergency first aid.
- Equality and diversity.
- FGM
- Fire safety.
- Food safety and hygiene.
- GDPR.
- Health and nutrition.
- Health and safety.



- Infection control.
- Internet safety.
- Manual handling.
- Medication.
- Paediatric first aid.
- Psychological first aid.
- Radicalisation and extremism.
- Reporting and recording.
- Risk management and safer caring.
- Safeguarding children.
- Safeguarding children with LD.
- Self-harming behaviours.

Specialist Training:

- Oliver McGowan Training (e-learning)
- PACE (e-learning).

We expect all newly recruited staff to complete an initial induction period, which involves the completion of all identified mandatory training, and then a probationary induction which will continue for six months through the probationary period.

Staff Training:

**Please see the home's training matrix for a comprehensive list of all current staff training.*

As part of staff inductions, new members of staff are expected to complete the training courses identified above.

As soon as is practically possible, following induction, all staff are also expected to undertake the following training:

- First Aid (face-to-face).
- Safeguarding (face-to-face).
- Bolster Behaviour Support (face-to-face).
- PACE (face-to-face).
- Medication (face-to-face).
- Moving and Handling (face-to-face).
- Level 3 Diploma (or Level 4) – all staff should either have achieved this or be enrolled within 6 months of their start date, and / or at the point of them passing their probation.

The home, and staff's training needs will be assessed monthly as part of the home's quality assurance / monitoring processes; part of this process involves checking that all staff training is in date / current and identifying if further training is required.

We utilise several different training providers, both online / e-learning, and face-to-face.

**All staff should either have or be enrolled on a suitable Level 3 Qualification as a minimum at the point of completing their probationary period.*

***Additional training / induction processes may be required dependent upon the needs of the children in placement.*



Please note, 'face to face' courses on subjects such as restrictive physical interventions / behaviour support, and First Aid are preferable, however, for an interim period until these courses are hosted, online e-learning courses are provided during the initial induction.

Also note, Regulations state that staff working in the homes MUST have suitable first aid and fire related training.

All new starters should be aware of all policies and procedures, and the home's Statement of Purpose.

Specialised training is provided if / when required in areas such as bereavement, county lines, specific mental health needs etc. to ensure that we are trained and skilled to meet the needs of specific children.

Any staff member who has not already achieved an equivalent qualification will be expected to undertake the Level 3 Children & Young Peoples Workforce Diploma once they have been confirmed in post (and be enrolled within six months of their employment, and / or at the point of them passing their probation).

Deputy managers and shift leaders, and potentially other members of staff will be provided with the opportunity to undertake a Level 5 Diploma qualification in leadership and management if agreed. Continuous Professional Development (CPD) is provided for all members of staff; regular work-related training and child specific training is provided.

Staff Supervision:

All members of staff are supervised on a four – six weekly basis as a minimum as per the home's supervision policy.

Part time / bank / casual members of staff are supervised less frequently; the actual frequency is dependent upon the individual member of staff's shift frequency.

As mentioned, newer members of staff are also supervised more frequently, the frequency is dependent upon the needs, experience, skills etc. of the new member of staff. For example, a staff member new to working within residential children's homes will likely be supervised two weekly for the first three months of employment, to ensure that the new member of staff is competent and understands the role. Whereas a staff member who is experienced, and has, for example, worked in a children's home previously for a few years, and is already qualified and competent, will likely be supervised four - six weekly (unless needs / issues arise) as these staff members will likely already have the competence and experience required.

Staff supervisions often follow a prescribed format that discusses, addresses, and identifies any training needs. Staff supervision is also utilised as a performance and professional improvement forum as well as being a forum to discuss safeguarding and whistleblowing.

All staff members can access all of their supervision records, and staff are expected to sign to evidence they agree with the notes recorded – staff supervision records are located in each staff members personnel file; a copy is provided to each employee post supervision also.



Staff are also supervised in the form of debriefs post incident when required; all staff are aware that they can request a debrief or supervision at any time from any member of the management team if required.

Staff Appraisal:

Annual staff appraisals are undertaken to reflect upon performance and identify targets moving forward.

For new staff members their first probationary appraisal is undertaken after six months, although reviews may be taken sooner to check progress and achievement.

Appraisals are utilised as an opportunity for target setting and are discussed and agreed.

Records of appraisal are located in each staff members personnel file; a copy is provided to each employee post supervision also.

Disciplinary Procedure:

The company are committed to a working environment that clearly defines and maintains standards of conduct and behaviour and aims to make sure that a fair and consistent approach is taken in maintaining these standards and that manager's act in an unbiased and objective way. Our approach is based on the following:

- The need to provide a high-quality service to the children will always be paramount.
- Employees are expected to take personal responsibility for achieving the required standards of conduct.
- The procedures will be applied fairly, consistently and with respect; we aim to foster a 'no blame' culture in which everyone is treated equally and with respect, as well as encouraged to take responsibility for their own actions.
- The employee will have the right to representation at any stage of the formal process. There is a right to appeal at any stage of the formal process.
- Where possible, any concerns will be addressed informally in the first instance, as early as possible, to avoid the need for the use of the formal procedures.
- At each hearing, employees will have a full opportunity to provide an explanation and state their case.
- Employees will not be dismissed for a first offence unless their actions amount to gross misconduct.
- The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

An employee will not be disciplined without a full investigation into the allegations and careful consideration of alternative action. Employee's will be informed of specific complaints against them in writing and will be given the opportunity to state their case directly to those considering disciplinary action before any decisions are made.

Any issues of poor performance, or performance requiring improvement will, if appropriate be addressed via our supervision processes in the first instance.

Please refer to our '*Disciplinary Policy*' for in depth details of our disciplinary processes.